

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

Approved For Release 2006/01/12 : CIA-RDP91-00452R000100070010-1

PKG
STAT
D/ORD
5/18/78

REVIEWED:
DATE:

SPECIAL PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
8 May 1978
1045 - 1250 hours

1. There ~~were~~ no additions to the agenda for 8 May 1978.

2. The competitive evaluation, ranking and grouping of
ORD secretary stenos, clerk stenographers, secretary typists,
and clerk typists, GS-04's - GS-09's was completed. (SEE SHEETS
ATTACHED.)

3. The Special Panel placed [redacted] Records ======CHANGED AT
Administrative Officer, GS-08, ORD/Registry in the "Valuable
Contribution" grouping. CSP MEETING
31 May-2 June
to MD

4. [redacted] Information Control Clerk, GS-05,
ORD/Registry was placed in the "Valuable Contribution" grouping.

5. [redacted] Security Assistant, GS-07, ORD/Security, =====CHANGED AT
Contracts Staff/ORD was placed in the "May Develop High Potential" CSP MEETING
grouping. 31 May-2 June
to VC

6. [redacted], Contract Support Assistant, GS-07,===== CHANGED AT
[redacted]/ORD was placed in the
"May Develop High Potential" grouping. CSP MEETING
31 May-2 June
to HP

7. ACTION : Recommendation for Promotion -
[redacted] Clerk Typist, CS/ORD
GS-04 to GS-05

MAJORITY: Concurred.

8. The Chairman asked [redacted] to hold more secretarial
meetings in order that the secretaries might be more informed and
give them an opportunity for discussion.

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12 May 1978
Date

[redacted]
[redacted] Executive Secretary, SP/ORD

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15 May 78

15 May 78

5/12/78

30 April 79



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